

## Intergroup Service Committee of the 5<sup>th</sup> District

Steering Committee Meeting

January 21, 2016

The monthly Steering Committee meeting was called to order at 7:00 pm with a moment of silence followed by the Serenity Prayer.

Officers:

Chair                    Clark D. [\*]  
Vice Chair            Lee H. [\*]  
Treasurer            Normand D. [\*]  
Secretary            Position Open  
Office Manager    Claire T. [\*]

Members At Large:

Joe B. [\*]  
Bill G. [\*]  
Russ D. [\*]  
Mark R. [\*]  
Jeff C. [UnEx]

Secretary's Report: Minutes of the previous meeting were reviewed and after a seconded motion the minutes were approved.

Treasurer's Report: The report was reviewed and after a seconded motion the Treasurer's report was approved.

Office Manager's Report: A large order was placed with AA World Services (AAWS) as well as a bronze token order and a Grapevine special order for a member. All items have arrived and are out on the shelves. The end of year thank you letters have been sent to the groups. It was quite an undertaking, and I thank the volunteers that helped me seal the envelopes! All of the receipts and invoices for 2015 have been sorted and categorized. Our end of year inventory was completed on December 17, 2015. The W-2, W-3 information has been electronically filed with the IRS. The Sam's Club membership has been renewed for 2016. The corporate report for 2016 was filed on Monday, January 18, 2016, with Sunbiz, which is the state's official site for corporate filing.

The annual fire inspection was completed on Wednesday, January 20, 2016, by the North Port Fire Department. The only violation was the "exit" light at the front door, it is not lit. The landlord was called and informed that there would be 30 days to comply.

On January 9, 2016 Normand and I manned the Intergroup table at the Quarterly in Sarasota. We would like to thank Linda B. (an office volunteer), Russell from the Principles Over Personalities Group and Lee H. (Alternate Chair of Intergroup) for their help at the quarterly. It was a great day and Intergroup sold \$396.41 of AA Conference Approved literature. Also, Normand created a price sheet for us to have available at the table. We have some copies left that you are welcome to bring to your group.

Thanks to the generosity of our membership, \$75.00 was donated to Intergroup from the New Year's Alkathon. Our thanks to all the groups and individuals that participated. Also, our appreciation as always to the Events Committee.

There are flyers available for the Pizza, Pins and Pop bowling event, and the Old Timers Dinner for you to bring to your groups. We also have tickets for the Old Timers Dinner available the tickets are \$15.00 each.

We will be holding the 12 Step Call List Workshop on Saturday, March 26, 2016 at 1:00 pm right here in the Intergroup office. As you may remember, we are in the process of updating our current

volunteer list and also trying to increase the number of volunteers as well. Unfortunately, very few people have expressed an interest in participating in 12 Step call work. It is our belief that more people might be encouraged to volunteer if they understood exactly what was expected of them. Hopefully, this workshop will give them all the information that they need.

The only issue that arose over the holidays, was the fact that some groups that normally meet on Thursday (Christmas Eve and New Year's Eve) and Friday (Christmas Day and New Year's Day), chose not to meet on those days. In future, Intergroup would encourage groups that will not be holding their regular meeting on a holiday to let us know. We have a great many out of town visitors that call for meeting information. On Christmas Day, one caller went to three different locations before she found a meeting that wasn't cancelled for Christmas. If your group will not hold its' regular meeting on a holiday, please inform the Intergroup office, we don't ever want to send anyone running needlessly all over the district looking for a meeting.

I have completed the report on the A.A. General Service Inventory. Since the inventory took place over the course of 3 years, there was a great deal of information to go through. The report highlights the issues General Service addressed. We will gladly make a copy for any interested member. However, due to the fact that the full report is 32 pages long, I ask that you call before you come in to get a copy, to give me time to print it.

Finally, I would like to thank Normand for filling in for me over my vacation. He did a great job and he will be filling in for me again over the summer when I go to spend a little time with my new grandchild.

The calls for the month of December were: AA – 141, Detox – 0, 12 Step – 2, Office – 53 and Other – 8.

In love and service,

Claire T., Office Manager

Unfinished Business: Secretary position is still open. Requirements are 5 years continuous sobriety and 1 year Intergroup experience. This is an elected board position. We are in need of an Intergroup Liaison to District 5 General Service. This is an appointed position requiring 1 year continuous sobriety.

New Business: Normand requested permission to purchase a cordless phone for the volunteers. When they are in the office alone, it is often difficult for them to take a smoke break or use the facilities. A motion was presented and reads as follows: The Steering Committee authorizes the purchase of a two line cordless phone system not to exceed \$90.00. This motion passed.

The Office Manager (OM) asked for permission to purchase a sampling of Affirmation tokens to offer for sale. OM further stated that there have been several requests for non-year specific tokens. A motion was presented and reads as follows: That the OM purchase a sampling (5 of each design) of Affirmation tokens to offer for sale to the membership. This motion passed.

The OM asked for permission to purchase a few leather medallion key rings. The current nickel plated key rings sell well, however, they do not fit the tri-plate medallions. There have been several requests for key rings for the tri-plate medallions. A motion was presented and reads as follows: That the OM purchase 5 leather key ring medallion holders to offer for sale. This motion passed.

The Treasurer addressed the board in regard to the OM's current hours. He stated that he works closely with the OM and has noticed that the OM regularly works beyond the 25 hours she is paid.

This is due to the fact that many members of this district come in to speak with her regarding questions, concerns and/or issues with their groups. The OM stays beyond 2:00 pm in order to address the concerns and refer the members to the DCM, Committee Chair or District Officer that can assist them. The Treasurer presented a motion and it reads as follows: That the Office Manager be granted an additional hour of pay each day to accommodate the extra hours she currently works unpaid. At this point, the Steering Committee (SC) went into Executive Session. The motion passed. The SC also stated that the OM's hours of availability will remain the same, 9:00 am until 2:00 pm Monday thru Friday. It was agreed that this information would be shared with the Intergroup Representatives (IGRs) and the IGR meeting at 7:00 pm.

The meeting adjourned at 7:46 pm followed by the Lord's Prayer.

In love and service,

Claire T. (acting secretary)